

TO: Mary Gallagher, President

FROM: James Lancaster, VP Academic Affairs/ICC Incident Director

DATE: July 16, 2020

RE: Planning Objectives Summary: July 16<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on July 16, 2020. ICC Objectives were reiterated in the following order:

- I. Health and Safety of LACC students, staff and faculty.
- II. Instruction and Student Services Continuity
- III. Business Continuity

Based on those directives, each ICC section was assigned the following tasks:

1. LACC COVID-19 Cases/Exposure reports
  - a. No new cases
2. Liaison Report:
  - a. Safety advisory for Safety Officer released; training begins next week.
    - i. Contact training protocols in development.
  - b. Signage in final stages
  - c. Safety Advisories for completion of spring 2020 classes , in final stages.
  - d. Online Self-check form to be piloted at City
  - e. ESC N95 masks supply running low, ordering alternatives.
  - f. Chromebooks orders have been placed.
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. FEMA Certificates coming in.
      1. Next reminder will come from President.
    - ii. Stage 3 plan in development, do not anticipate a long list of courses, focus is on those critical for accreditation.
  - b. Van de Kamp:
    - i. Moved local 99 to project-based model.
  - c. Operations:
    - i. Received 10 thermometers
      1. May not be touch free or adequate for outdoor usage.
      2. Working with ESC.
    - ii. Clorox 360 machines due soon, other colleges have received.
    - iii. Isolation gowns that were received are part of our stage2 recovery plans.
    - iv. Fire inspections cleared 6 buildings of deficiencies; working on the rest.
    - ii. IT:
      1. Can we install the college software on personal computers?

- a. Authorization was not granted by ESC.
    - b. Policy is not to service personal devices.
      - i. Can we provide the software to the user for them to install?
  - 2. Adobe has a solution
    - a. Faculty can submit a ticket.
- d. Planning Section:
  - i. None
- e. Finance/Logistics:
  - i. Advised to take one more look at the budgets as we close the FY2020 and submit any missed COVID-19 expenses.
- 4. New Activities/Issues by section:
  - a. Management Section: None
  - b. Van de Kamp: None
  - c. Operations: None
    - i. IT: None
  - d. Planning Section: None
  - e. Finance/Logistics: None
- 5. Items from the Floor:
  - a. None
- 6. Adjournment: 9:25am

JL:mr